



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

MDH/DEVELOPMENTAL DISABILITIES ADMINISTRATION/OFFICE OF LONG-TERM SERVICES & SUPPORT

“FINANCIAL MANAGEMENT AND COUNSELING SERVICES”

IDENTIFIER # 20-17751

eMM# MDM0031045446

eMMA#BPM014740

Amendment # 1

Revision to RFP Requirement

Issued: August 20, 2019

Introductory Explanation:

Objection has been made to the terms of this RFP with respect to the requirement set forth in Sec. 6.2.1(a) at Page 82 of 134 that **staff** for the offeror are required to have at least three (3) years of experience with at least two (2) public entities in a large scale project serving at least 600 people; and objection has also been made to the requirement set forth in Sec. 5.3.3(h)(9) at page 78 of 134 that the **offeror** is required to have performed services for at least three (3) entities serving at least 1,000 participants within the past five (5) years. The purpose of this Amendment is to eliminate those requirements in order to enlarge and ease eligibility of entities to submit proposals, and to avoid any confusion caused by setting forth different standards for staff than those set forth for offerors.

Offerors known by the Issuing Office to have received the above-referenced RFP are hereby advised of the following amendment:

REVISION TO 5.3 – Volume 1 – Technical Proposal, Subsection 5.3.3(h)(9) Offeror Qualifications & Capabilities currently reads:

“[The offeror shall] include the following information: . . .Names and contact information for at least three entities for which they have performed similar large scaled projects in the past five (5) years that have at least 1000 Participants. Large scale projects would include projects that involve multiple agencies, programs, and funding streams.”

Subsection 5.3.3(h)(9) is hereby revised to read as follows:

Names and contact information of entities for which they have performed similar large scale projects. Large scale projects include projects that serve many participants and involve multiple agencies, programs, and funding streams.

REVISION TO 6.2 Technical Proposal Evaluation Criteria, Subsection 6.2.1.(a) currently reads:

“Three (3) years’ experience within the last ten (10) years providing Financial Management Services (FMS) for large scale projects for at least two (2) public entities and have operated under various State and Federal laws and regulations, including: Section 3504 of the IRS code, IRS Revenue Procedure 2013-39, federal income tax withholding, Medicare and Social Security taxes (FICA), unemployment tax (FUTA), state income tax (SIT), state unemployment tax (SUTA), state gross receipts tax, and federal and state labor laws related to household employment. As proof of meeting this requirement, the Offeror shall provide with its Proposal, two (2) letters of reference documenting their experience. Large scale projects for the purposes of this Minimum Qualification requires serving at least 600 people.”

Subsection 6.2.1 (a) is hereby revised to read as follows:

Experience providing Financial Management Services (FMS) for large scale projects and have operated under various State and Federal laws and regulations, including: Section 3504 of the IRS code, IRS Revenue Procedure 213-39, federal income tax withholding, Medicare and Social Security taxes (FICA), unemployment tax (FUTA), state income tax (SIT), state unemployment tax (SUTA), state gross receipts tax, and federal and state labor laws related to household employment. As proof of meeting this requirement, the Offeror shall provide with its Proposal, two (2) letters of reference documenting their experience.

All other terms and conditions remain unchanged.

Page 3
Amendment #1 – Revision to RFP Requirement
MDH-OPASS 20-17751

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer MDH.

August 20, 2019
Date

Dana Dembrow
Dana Dembrow
Procurement Officer, OPASS

Page 4

Amendment #1 – Revision to RFP Requirement

MDH-OPASS 20-17751

Please include the addendum acknowledgement with your proposal submission to:

Theresa B. Ammons
Contract Officer
Maryland Department of Health
Office of Procurement & Support Services
201 West Preston Street – Room 416B
Baltimore, MD 21201
Phone # 410-767-1361
Phone # (fax) 410-333-5958
Theresa.ammons@maryland.gov

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Amendment #1 Revision to RFP Requirement to RFP 20-17751 titled
“Financial Management and Counseling Services” dated August 20, 2019.

Vendor’s Name

Authorized Signatory – (Print/Type)

Signature

Date